

Guidelines for Publication

WHY PUBLISHING IN IJCS?

- The International Journal of Cardiovascular Sciences (IJCS) has the role of complementing the journal ABC Cardiol in the representation of the national scientific production;
- Mission: Publishing manuscripts about cardiovascular issues, emphasizing original manuscripts, covering epidemiology aspects, multidisciplinary studies, evaluations of health care quality, clinical study designs and single-center and multicenter studies, contributing to disseminating scientific production about cardiovascular sciences.
- It is indexed in the *LILACS* and *SciELO* databases;
- Published in the English version for FREE OF CHARGE (open access), on the website of the Brazilian Society of Cardiology (<http://www.onlineijcs.org>) and SciELO (www.scielo.br), to be viewed by the whole international community;
- The authors are not required to pay any submission or review fees;
- IJCS is advocates of Open Science;
- IJCS accepts Preprint manuscripts.

Open Science

The term open science refers to a scientific practice model that is in line with the digital evolution that proposes the availability of information in web environments, as opposed to laboratory-confined research.¹

The practice of open science involves the publication of research data, speedy editorial and communication processes through continuous publication of manuscripts and preprints, greater transparency in review processes and communication flows, and the pursuit of more comprehensive systems of review of manuscripts and journals.^{2,3}

Preprint

A preprint is a complete scientific manuscript that the authors place in a public server. Preprints contain complete data and methodologies. They are published on the web within one day approximately, without peer review, and can be viewed for free by anyone in the world, on platforms currently developed for this purpose, allowing scientists to directly control the promotion of their work for the scientific community around the world. In most cases, the same work published as preprint is also submitted for peer review in a journal. Therefore, preprints (not validated by peer review) and the publication of journals (validated by peer review) work in parallel as a communication system for scientific research.^{4,5}

Submitting a manuscript to a preprint platform, such as Peerage of Science, arXiv, PLoS and Nature Precedings, is not considered double publishing. IJCS will also accept manuscripts that have been published on an author's personal or institutional website. Academic theses in the public domain, according to the guidelines of the author's academic institution, will also be considered by IJCS.

The journal IJCS seeks to keep its platform and rules constantly updated, in keeping with the practices of modern scientific publication. Today, we accept preprints and open science platforms to encourage communication among authors.

Sources:

1. https://pt.wikipedia.org/wiki/Ci%C3%Aancia_aberta
2. <https://www.cienciaaberta.net/>
3. <http://www.ciencia-aberta.pt/sobre-ciencia-aberta>
4. <http://blog.scielo.org/blog/2017/02/22/scielo-preprints-a-caminho/#.Wt3U2ljwY2w>
5. <http://asapbio.org/preprint-info>

Data Sharing

IJCS requires authors to provide all data related to the findings reported in their manuscripts, on an unrestricted basis, upon publication. Where any specific legal or ethical requirements prohibit public sharing of any dataset, authors must inform how researchers can have access to the data.

When submitting a manuscript, authors must provide a Data Availability Statement describing compliance with the journal's policy. If the article is accepted for publication, the statement will be published as part of the article accepted.

According to this policy, refusal to share data, metadata, and related methods will cause the article to be rejected. The journal's editors encourage researchers to contact them if they cannot find any data from any articles published in the journal. If restrictions on access to data

arise after publication, we reserve the right to post a correction, contact the authors' institutions and funding entities or, in extreme cases, withdraw the publication.

Acceptable data sharing methods are listed below, with guidelines on what the authors should inform in their data availability statement and how to follow the best reporting practices. If the authors have failed to collect any data but have used a different source instead, the source must be credited as appropriate. Authors who have any questions or concerns with this policy or readers with trouble finding the data are encouraged to contact the journal's office by sending an e-mail to revistaijcs@cardiol.br.

This data policy was implemented on December 16, 2019. Any article submitted before this date will not have a data availability statement. However, for all manuscripts submitted or published before this date, data must be available upon reasonable request.

ACCEPTABLE DATA SHARING METHODS

Data repository (strongly recommended)

Every data and metadata underlying the findings reported in a submitted manuscript must be deposited in an appropriate public repository unless it has already been provided as part of the submission. Repositories can be subject-specific (if any) and accept specific types of structured data or generalist repositories that accept various data types, such as Dryad and Figshare. Guidelines on acceptable repositories are included below.

The Data Availability Statement must specify that data is publicly deposited and list repository names, along with digital object identifiers (DOI) or access numbers for the relevant datasets.

Data in supplemental information files

In the online version of the published article, readers access supplementary information files through hyperlinks. Authors are encouraged to deposit data directly into appropriate repositories as specified below, and must make sure they have maximized data accessibility and reuse by selecting a file format from which data can be efficiently extracted (for example, PDF sheets are preferable for providing tabbed data).

Confidential data, human research participants data, and third-party data

If it is not ethical or lawful to deposit or provide data on supporting information (for example, if the data has any privacy concerns), the two methods below may be acceptable alternatives, subject to case-by-case evaluations:

Data provided to all interested researchers upon request

The Data Availability Statement must specify “Data available upon request” and identify the group to which requests should be submitted (for example, a data access committee or an ethics committee). The reasons for restrictions on the public data repository must also be specified. Please note that it is not acceptable for an author to be the only named individual responsible for ensuring access to the data.

Third-party data available

Authors must share any specific lawfully distributable data from their analyses. For any other data that the authors cannot lawfully distribute, authors must include in the Data Availability Statement all relevant contact information which an interested researcher would need in order to gain access to the data.

If permission is required to use a third-party dataset, authors must include the third-party source and the permission check in the Data Availability Statement. They must also acknowledge the manuscript.

RESTRICTIONS ON ACCESS TO UNACCEPTABLE DATA

IJCS does not consider manuscripts for which the following factors influence the ability to share data:

- Authors shall not share data due to personal interests, such as patents or potential future publications.
- Conclusions depend solely on the analysis of proprietary data, whether owned by the authors, their funding entities or institutions, or other parties. We consider proprietary data any data related to commercial interests or copyrighted data that data owners will not share, for example, data from a pharmaceutical company that will share data with regulatory agencies only for drug approval purposes, but not with researchers. If proprietary data is used and cannot be accessed by third parties (in the same way the authors

have accessed it), the manuscript should include a public data analysis validating the conclusions so that others can reproduce the analysis and rely on the findings.

We hope the data will be publicly available to all researchers interested, but we understand that ethical and legal restrictions may prevent this. The policy is not intended to override local regulations, legislation or ethical arrangements. Where such arrangements prevent or limit data disclosure, authors must make these limitations clear in the Data Availability Statement upon submission.

We hope that the institutions will recognize the importance of preserving and making data available, especially due to concerns about data preservation and reproducibility, and that they will support their researchers in making data available. We encourage researchers and their institutions to consider whether a Data Access Committee can be convened to store data and respond to data requests. As many institutions do not have any committees to assist in this process, we will collaborate with the authors to try to identify a solution. Please contact the journal's office (revistaijcs@cardiol.br) to discuss: (i) if you are unable to share data for any other reasons not specified above, or (ii) if you have concerns about the ethics or lawfulness of sharing your data.

Definition of data to be shared

IJCS defines “minimum dataset” a dataset used to arrive at conclusions drawn from related metadata and methods, as well as any additional data needed to replicate the study findings reported in their entirety. Authors do not need to submit the entire dataset if only some of the data has been used in the study reported.

Please note that IJCS does not allow references to “data not shown.” Authors must provide relevant data in the manuscript, either in the supporting information files or in a public repository. If data is not an essential part of the study, the authors are requested to remove any references to such data.

Guidelines on sharing datasets from clinical studies or other work involving human participants

For studies involving human participants, data must be adjusted to protect the privacy of study participants. IJCS recommends that researchers follow the established guidelines and the local laws applicable to ensure that they do not compromise the privacy of participants.

The actions required to protect privacy may include non-identification, locking parts of the database, or license agreements specifically addressing privacy concerns. Authors must inform, in the ethics statement, the ways in which the privacy of study participants was preserved. If any license agreements apply, the authors must follow the process required for other researchers to obtain a license.

RECOMMENDED REPOSITORIES

IJCS requires authors to adhere to specific standards for data preparation and recording and to select repositories that are appropriate to their field. Authors are also encouraged to choose repositories that meet the criteria for them to be accepted as trusted digital repositories.

Below, the journal recommends, through SciELO, a few repositories that are trusted and recognized in their communities:

Image Data Resource (IDR)

Data repository type: *Restricted

Type of data access: Open

<http://idr.openmicroscopy.org/about>

Immunology Database and Analysis Portal (ImmPort)

Data repository type: *Restricted

Type of data access: Open/*Closed/*Restricted

<http://www.immport.org/immport-open/public/home/home>

Influenza Research Database (IRD)

Data repository type: *Restricted

Type of data access: Open

<http://www.fludb.org/brc/home.spg?decorator=influenza>

Sicas Medical Image Repository (SMIR)

Data repository type: *Restricted

Type of data access: Open/*Restricted

<http://www.smir.ch>

SimTK

Data repository type: *Restricted

Type of data access: Open/*Closed/*Restricted

<http://simtk.org>

The Cancer Imaging Archive (TCIA)

Data repository type: *Restricted

Type of data access: Open/*Restricted/* Embargo

<http://www.cancerimagingarchive.net>

*When the existence of any restricted access and data repository is mentioned, this can vary from simple registration, being an affiliated member of the institution, to payment of a fee. Please check the restrictions, embargo time and data access requirements informed by each repository.

Authors are encouraged to choose the most appropriate repository for their research studies. IJCS does not determine that a repository must be chosen for the policy on data access. If authors use repositories with stated licensing policies, they should not be more restrictive than the Creative Commons Attribution (CC BY) license.

If there is no specialized community-approved public repository, institutional repositories that use open licenses, allowing free and unrestricted use or public domain, complying with the best practices related to responsible data sharing, sustainable digital preservation, appropriate citation, and openness are also suitable for data deposition.

MAKING A STATEMENT

The statement must be made at the time of submission, as in the examples below:

Data provision	Definition	Making a statement in the article
Restricted access	The statement mentions ethical, legal or privacy restrictions or the data belong to third parties that restrict access	To protect potentially identifiable information about serious crimes, ethical approval is required to access the data. Data are available at <source> for researchers meeting the criteria for accessing confidential data. For further information, see <webpage>.
Combined statement	The statement mentions more than one sharing mechanism	Any data not contained in the document or in supplementary materials are available at <repository>, <URL>.
In the article	The statement says that data are reported in the article, including tables and/or figures.	The minimal dataset underlying the findings from our study can be found in the article.
In the article and Supplementary Material	The statement says that the data are reported in the document and in a Supplementary Material.	All relevant data are available in the article and in a Supplementary Material.
Supplementary Material	The statement says that the data are reported in a Supplementary Material.	All data and analysis codes were provided in a Supplementary Material.
Other	The statement does not fall into any of the categories	The authors confirm that all data underlying the findings are fully available without restriction. This article is a theoretical discussion and therefore there is no data involved.

Data provision	Definition	Making a statement in the article
Repository	The statement indicates a publicly accessible place where data is available, such as a repository or a website.	Datasets for all samples are available at <repository> in <registration number>.
Upon request	The statement says that the author or another individual or group must be contacted for data access.	Data can be provided by author <name>, who can be reached by e-mail: <e-mail address>.

CITATION OF RESEARCH DATA ⁶

Essential elements for citation of research data:

- Authorship;
 - personal
 - institutional
- Research data deposition date;
- Repository name;
- Electronic identifier;
 - • DOI (Digital Object Identifier) link or URL of the research data.
- Qualifier [dataset];
- Title of research data;
- Other identifiers.

Full citation of research data:

ANDRADE, Márcio. Estudo de genes em ratos albinos na américa latina [dataset]. 20 jan. 2018. Open Science Framework (OSF). NR_109833.1. <http://dx.doi.org/10.1590/0123-45620187214>

Citation of research data with versioning date:

ANDRADE, Márcio. Estudo de genes em ratos albinos na américa latina [dataset]. Versão 23 jan. 2018. Open Science Framework (OSF). NR_109833.1. <http://dx.doi.org/10.1590/0123-45620187214>

Citation of research data with Institutional Authorship:

BEILSTEIN INSTITUT. Estudo de genes em ratos albinos na américa latina [dataset]. 20 jan. 2018. Open Science Framework (OSF). NR_109833.1. <http://dx.doi.org/10.1590/0123-45620187214>

Sources:

6. https://wp.scielo.org/wp-content/uploads/guia-de-citacao-de-dados_pt.pdf

CONTENTS OF MANUSCRIPTS

TYPES OF MANUSCRIPTS

Original Article: The journal IJCS accepts all types of original cardiovascular research, including research in humans and experimental research. Clinical trials should follow specific recommendations. Note: Systematic analyses and meta-analyses are considered original manuscripts, not reviews.

Review Article: The editors send out invitations for most reviews. However, high-level studies conducted by authors or groups with previous publications on the subject will be welcome. In this section, any manuscripts whose main author does not have a comprehensive academic or publication background verified by Lattes (CNPQ), PubMed or SciELO will not be accepted. Note: Systematic analyses and meta-analyses are considered original manuscripts, not reviews.

Viewpoint: It presents the authors' stance or opinion on a specific scientific theme. This stance or opinion must be sufficiently corroborated by the literature or their personal experience. These aspects will be the basis of the opinion being issued.

Case Report: Any cases including original descriptions of clinical observations or representing the originality of a given diagnosis or treatment or illustrating situations that do not occur very often in the clinical practice, which deserve a deeper understanding and more attention from cardiologists.

Brief Communication: Original experiences whose relevance to the knowledge of a subject justifies the presentation of initial data of small series, or partial data of clinical trials.

Editorial: Subjects or manuscripts critically addressed by a subject-matter specialist. All IJCS editorials are published upon invitation. We will not accept editorials submitted spontaneously.

Letter to the Editor: Correspondence of scientific content related to manuscripts published in IJCS and evaluated for publication two months before. The authors of the original manuscript will be invited to respond.

ORGANIZATION OF MANUSCRIPTS AND TECHNICAL STANDARDS

- **Language:**

IJCS is an English publication. Articles must be submitted in English.

Manuscripts in Portuguese, indicated by the journal Arquivos Brasileiros de Cardiologia for publication in the IJCS, may be translated by SBC or be the responsibility of the author.

Check Translation item.

- **Composition:**

Note: The texts must be edited in a word processor (example: Microsoft® Word, Google Docs®, Writer®).

ORIGINAL ARTICLE

1- First page/Cover page

- It must contain the full concise and descriptive title of the manuscript in Portuguese.
- It must contain the full title in English.
- It must contain a short title (up to 50 characters, including spaces) to be used in the header of the other pages of the manuscript.
- Three to five descriptors (keywords) should be included, as well as their translation in English. The keywords should be looked for on the following websites: <http://decs.bvs.br/>, which contains terms in Portuguese, Spanish and English or www.nlm.nih.gov/mesh, for terms in English only.
- The word count of the manuscript must be informed.

2- Abstract

- Abstract of up to 250 words.
- Structured around five sections:
 - Background (rationale for the study);
 - Objectives;
 - Methods (brief description of the methodology used);
 - Results (only the main and most significant ones);
 - Conclusions (brief sentence(s) with data interpretation).
- Please do not include any references in the abstract.
- Please include absolute numbers in the results, together with their verified statistical significance with p value, percentages (%) and other methods of analysis. Data without any verified statistical significance will not be accepted. For example: “the measure went up, down” etc.).

3- Body of the Manuscript

It should be divided into five sections: introduction, methods, results, discussion and conclusions.

- Introduction:
 - We suggest not to exceed 350 words.

- Describe the study background, justifying it based on the literature, outlining the scientific gap that prompted the investigation and why.
- In the last paragraph, emphasize the primary and secondary objectives of the study based on the scientific gap to be investigated.
- Methods:
 - Describe in detail how the observational or experimental research subjects were selected (patients or animals under experimentation, including the control group, if any), including age and gender.
 - The definition of breeds should be used where possible and should be made clear and when relevant to the subject explored.
 - Describe the equipment and reagents used (including manufacturer's name, model and country of manufacture, where appropriate) and give details of procedures and techniques to allow other researchers to reproduce your data.
 - Describe the methods in detail, informing what they were used for, and their capabilities and limitations.
 - Describe all drugs used, including doses and routes of administration.
 - Describe the protocol used (interventions, outcomes, methods of allocation, masking and statistical analysis).
 - For studies on humans, establish whether the manuscript was approved by a Research Ethics Committee, if the patients signed the informed consent form and if it complies with resolution 466/2012.
 - Describe the statistical methods that were used to derive the results and justify.
- Results:
 - Clearly displayed, they should be subdivided into items where possible, and supported by a few charts, tables, and figures. Avoid redundancy in data presentation, such as in both the body of the manuscript and in tables.
 - It is of the utmost importance that the statistical significance be properly substantiated.
- Discussion: It is directly related to the theme proposed when analyzed in the light of the literature, highlighting new and important aspects of the study, its implications and limitations. Comparison with previously published manuscripts addressing the same subject of research is an important point. The comparison should highlight the new inputs brought by the results of the study and its clinical or translational implications. The last paragraph should express conclusions or, if relevant, recommendations and clinical implications.
- Conclusions: They must respond directly to the objectives proposed in the study and be strictly based on the data. Conclusions not ultimately based on the results presented in the manuscript may lead to the manuscript not being directly accepted in the review process. Short and objective statements should account for the main findings of the manuscript, based on the results.

- Check the information on original manuscripts of clinical research/clinical trials.
- **4- Acknowledgements**
 - They should come in the end. In this section, you can acknowledge all sources of support to the research project, as well as individual contributions.
 - Each person mentioned in the acknowledgments section should send a letter authorizing the inclusion of their names, as this may be construed as endorsement of the data and conclusions.
 - No written consent is required from the team members, or external partners, as long as their role is described in the acknowledgments.

5- Figures and Tables

- The number of tables and figures recommended for this type of manuscript can be found by accessing the summary table below.
- Tables: These should be numbered by order of appearance and adopted when necessary to help the readers understand the contents laid out in the manuscript. Tables should not contain any data previously reported in the text. Indicate the footer markers in the following order: *, †, ‡, §, //, ¶, #, **, ††, etc. Tables must be edited in Word or similar software. The authors should use the standard tables and figures recommended by ABNT. According to these standards, tables should not have any side lines, should be identified by number and title, which should come above the table. The source, even if it is the author himself, should come below it.
- Figures: Figures must be in good resolution so they can be evaluated by the reviewers. As per the ABNT standards, illustrations must present a descriptive word, the number according to the order of appearance, and the title above the image. The source should come below. Any abbreviations used in the illustrations should be explained in the legends.
It is desirable that figure 1 be the one that best summarizes the main data of the manuscript, i.e., the main illustration for the manuscript results. Collages of images can be included.
Figures and illustrations should be attached in separate files, in the appropriate section in the system, with a JPEG, PNG or TIFF extension.
- Images and videos: Approved manuscripts containing scans (e.g., echocardiograms and coronary angiography films) should be submitted via the manuscript submission system as motion pictures in MP4 format.

6- References

- IJCS adopts the Vancouver Standards — Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org).
- References should be cited numerically, as they appear in the text, in superscript.

- If more than two references are cited in sequence, only the first and last references should be typed, separated by a dash (Example: 5-8).
- In case of alternate citation, all references must be typed, separated by a comma (Example: 12, 19, 23). Abbreviations should be spelled out when they first appear in the text.
- References should be aligned to the left.
- Personal communications and unpublished data should not be included in the references list; they should only be mentioned in the text and as a footnote on the page where they are mentioned.
- Only mention all of the authors if there are six or fewer authors, or only the first six authors followed by et al., if there are more than six authors.
- Abbreviations of the journal title must conform to the Index Medicus/Medline — List of Journals Indexed in Index Medicus or as established at <http://locatorplus.gov/>.
- Only indexed journals can be cited. Any books cited must have an ISBN number (International Standard Book Number).
- Abstracts presented in conferences will only be accepted up to two years after they were presented and their references must include the term “abstract from a conference” or “abstract.”
- The number of references recommended for each type of article can be found in the summary table.
- Policy of appreciation: The editors encourage the authors to cite articles published in IJCS and those coming from the Brazilian scientific community.

REVIEW ARTICLE

1- First page/Cover page

- It must contain the full concise and descriptive title of the manuscript in Portuguese.
- It must contain the full title in English.
- It must contain a short title (with up to 50 characters, including spaces) to be used in the header of the other pages of the manuscript.
- Three to five descriptors (keywords) should be included, as well as their translation in English. The keywords should be consulted on the websites <http://decs.bvs.br/>, which contains terms in Portuguese, Spanish and English or on www.nlm.nih.gov/mesh, for terms in English only.

- The word count of the manuscript must be informed.

2- Abstract: No specific structure is required. A 250-word limit must be respected.

3- Body of the manuscript: No specific structure is required. The word count must be respected.

4- Acknowledgements:

- These should come in the end. In this section, all sources of support as well as individual contributions can be acknowledged.
- Each person mentioned in the acknowledgments section should send a letter authorizing the inclusion of their names, as this may be construed as endorsement of the data and conclusions.
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- Figures: Figures must be in good resolution so they can be evaluated by the reviewers. As per the ABNT standards, illustrations must present a descriptive word, the number according to the order of appearance, and the title above the image. The source should come below. Any abbreviations used in the illustrations should be explained in the legends.

It is desirable that figure 1 be the one that best summarizes the main data of the manuscript, i.e., the main illustration for the manuscript results. Collages of images can be included.

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- Only indexed journals can be cited. Any books cited must have an ISBN number (International Standard Book Number).
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VIEWPOINT

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- The word count of the manuscript must be informed.

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CASE REPORT

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- The word count of the manuscript must be informed.

2- Case Report: No specific structure is required. We suggest to include diagnostic hypotheses, description of the methods, a conclusion with the outcome of the case, its relevance and a final message. The word count must be respected.

3- Acknowledgements:

- These should come in the end. In this section, all sources of support as well as individual contributions can be acknowledged.
- Each person mentioned in the acknowledgments section should send a letter authorizing the inclusion of their names, as this may be construed as endorsement of the data and conclusions.
- No written consent is required from the team members, or external partners, as long as their role is described in the acknowledgments.

4- Figures and tables

- The number of tables and figures recommended for this type of manuscript can be found by accessing the summary table below.
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It is desirable that figure 1 be the one that best summarizes the main data of the manuscript, i.e., the main illustration for the manuscript results. Collages of images can be included.

Figures and illustrations should be attached in separate files, in the appropriate section in the system, with a JPEG, PNG or TIFF extension.

- Images and videos: Approved manuscripts containing scans (e.g., echocardiograms and coronary angiography films) should be submitted via the manuscript submission system as motion pictures in MP4 format.

5- References

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- References should be cited numerically, as they appear in the text, in superscript.
- If more than two references are cited in sequence, only the first and last references should be typed, separated by a dash (Example: 5-8).
- In case of alternate citation, all references must be typed, separated by a comma (Example: 12, 19, 23). Abbreviations should be spelled out when they first appear in the text.
- References should be aligned to the left.
- Personal communications and unpublished data should not be included in the references list; they should only be mentioned in the text and as a footnote on the page where they are mentioned.
- Only mention all of the authors if there are six or fewer authors, or only the first six authors followed by et al., if there are more than six authors.
- Abbreviations of the journal must conform to Index Medicus/Medline — List of Journals Indexed in Index Medicus or as established at <http://locatorplus.gov/>.
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- Abstracts presented in conferences will only be accepted up to two years after they were presented and their references must include the term “abstract from a conference” or “abstract.”
- The number of references recommended for each type of article can be found in the summary table.
- Policy of appreciation: The editors encourage the authors to cite articles published in IJCS and those coming from the Brazilian scientific community.

BRIEF COMMUNICATION

1- First page/Cover page

- It must contain the full concise and descriptive title of the manuscript in Portuguese.
- It must contain the full title in English.

- It must contain a short title (with up to 50 characters, including spaces) to be used in the header of the other pages of the manuscript.
- Three to five descriptors (keywords) should be included, as well as their translation in English. The keywords should be looked for at <http://decs.bvs.br/>, which contains terms in Portuguese, Spanish and English or at www.nlm.nih.gov/mesh, for terms in English only.
- The word count of the manuscript must be informed.

2- Abstract: No specific structure is required. A 250-word limit must be respected.

3- Body of the manuscript: No specific structure is required. The word count must be respected. The manuscript must contain data or initial experiments of a scientific investigation.

4- Acknowledgements:

- These should come in the end. In this section, all sources of support as well as individual contributions can be acknowledged.
- Each person mentioned in the acknowledgments section should send a letter authorizing the inclusion of their names, as this may be construed as endorsement of the data and conclusions.
- No written consent is required from the team members, or external partners, as long as their role is described in the acknowledgments.

5- Figures and tables

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EDITORIAL

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LETTER TO THE EDITOR

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2- Body of the manuscript: No specific structure is required. The word count must be respected.

Note: The author of the referenced article will be contacted for a response.

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Summary table of the structuring of articles

SUMMARY TABLE OF THE STRUCTURING OF ARTICLES							
	GROUP 1			GROUP 2			GROUP 3
Type of manuscript	Original Article	Review Article	Viewpoint	Case Report	Brief Communication	Editorial	Letter to the Editor
Maximum number of authors	unlimited	unlimited	8	6	8	3	3
Title (characters including spaces)	150	150	150	150	150	150	150
Running Title (characters including spaces)	50	50	50	50	50	50	50
Abstract (maximum number of words)	250	250	NA	NA	250	NA	NA
Body text (maximum number of words)	5000*	6500*	5000*	1500*	1500*	1500*	800*
Suggested number of references	40	80	20	10	10	15	5
Suggested number of tables, figures and video	8	8	4	2	2	2	1

*The accounting described takes into account: Title, short title, keywords, abstract, text, references and figure captions.

NA = not applicable

Required documents for approved manuscripts

ORIGINAL ARTICLE, REVIEW ARTICLE, VIEWPOINT, CASE REPORT, BRIEF COMMUNICATION:

- 1- **Author's online registration in the submission system:** Registration details, ORCID number, pre-print usage information (if used).
ORCID: The ORCID (Open Researcher and Contributor ID) is a unique, free and persistent digital identifier that distinguishes one scholar/researcher from another and solves the problem of the ambiguity and similarity of names of authors and individuals, replacing name variations with a single numeric code. To register your ORCID ID, go to: <https://orcid.org/register>.
- 2- **Conflict of interest:** Form filled out and signed by the first author, informing when there is any relationship between the authors and any public or private entity that could derive some conflict of interest. This information must be included in the end of the manuscript. Click: <http://publicacoes.cardiol.br/portal/ijcs/ingles/formularios.asp>.
- 3- **Author contribution form:** Form filled out and signed by the first author stating the contributions of all participants. This information must be included in the end of the manuscript. Click: <http://publicacoes.cardiol.br/portal/ijcs/ingles/formularios.asp>.
- 4- **Copyrights:** Form filled out and signed by all co-authors authorizing the transfer of copyrights. Click: <http://publicacoes.cardiol.br/portal/ijcs/ingles/formularios.asp>.
- 5- **Ethics:** Form filled out and signed by the first author stating whether the research was approved by the Research Ethics Committee of their institution. Click: <http://publicacoes.cardiol.br/portal/ijcs/ingles/formularios.asp>.
 - In experiments involving animals, the standards established in the Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, National Academy of Sciences, Washington, D.C., 1996) and the Ethical Principles in Animal Experiments of the Brazilian Council of Animal Experimentation (COBEA) must be respected.
 - In experiments involving humans, the authors must state whether the procedures have followed the ethical standards established by the institutional and national human experimentation committee and the Declaration of Helsinki of 1975, revised in 2008. Studies conducted with humans should be in line with the ethical standards and must include the participants' informed consent, as per Resolution 466/2012 of the National Health Council of the Ministry of Health of Brazil, which deals with the Code of Ethics for Research on Human Beings and, for authors outside Brazil, they must be in keeping with the Committee on Publication Ethics (COPE). Have a look at Specific documentations and definitions for clinical trials for further information.

EDITORIAL, LETTER TO THE EDITOR, SHORT EDITORIAL:

1- Author's online registration in the submission system: Registration details, ORCID number, pre-print usage information (if used).

ORCID: The ORCID (Open Researcher and Contributor ID) is a unique, free and persistent digital identifier that distinguishes one scholar/researcher from another and solves the problem of the ambiguity and similarity of names of authors and individuals, replacing name variations with a single numeric code. To register your ORCID ID, go to: <https://orcid.org/register>.

2- Copyrights: Form filled out and signed by all co-authors authorizing the transfer of copyrights. Click: <http://publicacoes.cardiol.br/portal/iics/ingles/formularios.asp>.

Specific documents and definitions for clinical trials (clinical research):

Definition: The International Committee of Medical Journal Editors (ICMJE) and the World Health Organization (WHO) consider it is important to promote a comprehensive and publicly available database of clinical studies. The ICMJE defines a clinical study as any research project that prospectively refers human beings for intervention or simultaneous comparison or control groups to study the cause and effect relationship between a medical intervention and a health outcome. Medical interventions include medications, surgical procedures, devices, behavioral treatments, changes to healthcare processes, and others.

For manuscript submissions, the following is required:

- **Study registration number:** this must be published at the end of the abstract. Any registration that is in keeping with the ICMJE will be accepted. Example: <http://clinicaltrials.gov/>. A complete list of all clinical trial records can be found at <http://www.who.int/ictrp/network/primary/en/index.html>.
- Clinical trials should follow the **CONSORT STATEMENT** rules. Please visit: <http://www.consort-statement.org/consort-2010>.
- Systematic reviews and meta-analyses should follow the **rules established by widely known organizations**, such as: PRISMA (<http://www.prisma-statement.org>), AMSTAR (<https://amstar.ca/>) and MOOSE (<https://www.editorialmanager.com/jognn/account/MOOSE.pdf>). The latter is for observational meta-analyses only.

Statistic guidelines

Proper use of statistical methods as well as their correct description is of paramount importance for manuscripts published in IJCS. Therefore, some general guidelines apply to the information to be provided regarding statistical analysis (for further details, we suggest reading the European Heart Journal's statistical guidelines).

- 1) About the sample: Details of both the population of interest and the procedures used to define the study sample.
- 2) Under Methods, there must be a subtopic exclusively addressed to the description of the statistical analysis used in the study, containing:
 - Presentation of continuous and/or categorical variables: continuous variables with normal distribution should be presented as mean and standard deviation and continuous variables with non-normal distribution should be presented as median and interquartile range. Categorical variables should be presented by absolute numbers and percentages, with the relevant confidence intervals.
 - Description of statistical methods used. If more complex statistical methods are used, some reference literature should be provided for them;
 - As a general rule, statistical tests should always be bilateral rather than unilateral;
 - The significance level adopted; and
 - Specifications of the software used in the statistical analyses, including its version.
- 3) As for the presentation of the results from statistical analyses:
 - The main results should always be described with their relevant confidence intervals;
 - Do not repeat in the body of the manuscript the data found in tables and figures;
 - Instead of presenting excessively long tables, use charts as an alternative to make it easier for the readers to understand the contents;
 - In tables, even if the p-value is not significant, state its value instead of "NS" (e.g., $p = 0.29$ instead of NS).

Word count limits

The electronic word count should include the title, the cover page, abstract, text, references and figures/tables legends.

Translation

* Authors' translation

- 1- The author must submit the manuscript in English.
- 2- We advise everyone to have a professional review of English before sending, in case of necessary adjustments.

**Translation organized by SBC

- 1- The papers submitted first to the Arquivos Brasileiros de Cardiologia in Portuguese and that were nominated for the IJCS may, with the author's acceptance, be translated into the IJCS:
 - 1.1- The authors must send an e-mail, to revistaijcs@cardiol.br, in up to 5 calendar days, informing whether it should be arranged by the journal or if they will provide the translation.
 - 1.2- Translation prices: Visit the jornal website.
 - 1.3- The authors have 7 calendar days to make payment through the SBC e-commerce website (<http://ecommerce.cardiol.br/>).
 - 1.4- Once the translation is formatted, it will be sent to the author, who will have 5 days to undertake a few adjustments. If the author does not get back to us, that will be considered the final version.

Failure to receive the payment within 7 days will result in cancellation.

THE REVIEW PROCESS

Submission

To submit your manuscript, please visit <https://mc04.manuscriptcentral.com/ijcs-scielo> and register as an author. If you already have a reviewer login, you can use the same login. To submit your manuscript, please follow the steps below.

Submission

Step 1: Type of manuscript, study, subject, title and abstract
Choose the type of manuscript and enter the information required.

Step 2: Uploading the file
Up to three files can be uploaded at once.

Step 3: Attributes
Enter up to 5 keywords using the terms found at <http://decs.bvs.br/> and <http://www.ncbi.nlm.nih.gov/mesh>.

Step 4: Authors and institutions
Enter the full name of the authors, co-authors and institutions. Inform who is the submission agent. It is mandatory to provide the ORCID of the author submitting it.

Step 5: Reviewers
Non-required field to inform recommended and non-recommended reviewers.

Step 6: Details and comments
Filling out the cover letter, with the type of manuscript, author and co-authors' declaration about the truthfulness of the contents of the manuscript; declaration of funding; conflict of interest; ethics committee; knowledge acquired from the research; authors' contribution; information about preprint.

Step 7: Checking and submitting
Make sure all required fields have been filled out and have a look at the PDF preview file before completing the submission. It is mandatory to check your emails and the log into the system to keep track the status of your submission.

While filling this step, the author assumes responsibility for the paper not having been previously published or in the process of analysis by another journal.

Analysis

- All scientific contributions follow the order of analysis below:
Editorial Staff → Editor-in-Chief → Associate Editors and Editorial Board Members
- Communications should **only** take place by messages, via system, and e-mail.
- Only those manuscripts that are strictly in line with the specified rules will be sent to reviewers.
- The authors may nominate up to five members of the Board of Reviewers to review the manuscript and may nominate up to five reviewers that should not take part in the process. Reviewers' suggestions for modification will be sent to the lead author if the editors find it necessary. Otherwise, the editors will be able to make a final decision.
- Peer review: all manuscripts sent to IJCS will be submitted to the editors' initial evaluation. They will decide whether or not to send them to peer review. All reviewers are researchers who regularly publish in indexed journals and are highly-qualified cardiologists (IJCS Body of Reviewers: <http://publicacoes.cardiol.br/portal/ijcs/ingles/revisores.asp>).
- In case of inconsistencies between the reviews, a new opinion may be requested for better judgment.
- The manuscripts are submitted to statistical review, whenever necessary.
- When the subject matter so requires, the Editor may request the collaboration of a professional that is not part of the Board of Reviewers.
- All manuscripts are evaluated for publication in the shortest time possible. However, any papers that require a special evaluation for fast-track publication should be marked as so in the cover letter.
- Authors have **30 days to make the changes requested by the reviewers if the adjustments requested are classified as "Minor Adjustment."** If the adjustment is classified as "Minor Adjustment," the author will have **40 days to make the changes**. Failure to comply with this deadline will cause the manuscript to be withdrawn from the review process.
- If a manuscript is accepted for review, the **reviewers' opinions should be produced within 30 days after that**.

Approval

- 1- Once approved, the manuscript must be submitted in the second language.

Check the Translation item to view information and deadlines for submitting it in the second language.

The deadlines to submit the translation must be strictly observed. Failure to meet the deadline will result in cancellation.

Acceptance will be based on originality, significance and scientific contribution to the body of knowledge in the area.

- 2- The final formatted version (in Portuguese and English) will be sent to the author, who must return it within 5 days with minimal spelling adjustments. If the author does not respond in 5 days, these will be considered the final versions for publication.

Publication

After the author's approval, the versions are sent to indexation, when the DOI and the XML versions for the main indexers are generated. The manuscript will be allocated to a volume and an issue, and published online on the journal website (PDF and Desktop version), and for Smartphone and Tablet versions.